



U.S. Department of Justice

National Drug Intelligence Center

NDIC VACANCY ANNOUNCEMENT

Opening Date: February 5, 2009

Closing Date: February 19, 2009

POSTING NUMBER: #288-ND-09

LOCATION: National Drug Intelligence Library
Intelligence Services Branch
Intelligence Support Division

TITLE: Information Technology
Specialist (Internet)

WORKING HOURS: 8:30 a.m. – 5 p.m.

SERIES/GRADE: GS-2210-9/11

AREA OF CONSIDERATION: All Sources

NUMBER OF VACANCIES: 1

Johnstown, Pennsylvania, the “Friendly City,” is renowned for its small-town atmosphere and family-based values. With a consistently low crime rate, short commute, four distinct seasons, and excellent landscapes, Johnstown blends the best of urban and rural life. *Money Magazine* ranked Johnstown the number one most livable region in Pennsylvania and number four in the entire Northeast. Besides being an excellent place to raise a family and its low cost of living, Johnstown has something for everyone from the sports and wildlife enthusiasts to the technology buffs.

The mission of the National Drug Intelligence Library (NDIL) is to identify, acquire, organize, control, and disseminate the information resource needs of NDIC.

The Library Staff includes the Library Technician (LT), who is in charge of the circulation of library materials and tracking interlibrary loans; Technical Information Specialists (TISs), who have specialized training in both academic and investigative research and are available for the internet and database searching needs of NDIC; and the Web Team, which consists of three Web Developers who maintain five active external web sites and two internal web sites, produce two compilation CDs, produce master copies of special request CDs, and perform mass e-mailings of NDIC products. The team also converts hardcopy NDIC products into accessible, quickloading web pages viewable by all browsers.

CONDITIONS OF EMPLOYMENT: Please read this section carefully before applying.

This position requires a Top Secret security clearance. Therefore, applicants will be required to successfully complete a **background security investigation, polygraph examination, and drug test**. Revocation or failure to maintain a Top Secret security clearance would result in termination of employment.

Occasional travel may be required.

Candidates and their immediate families must be U.S. citizens.

Applicants must be within the guidelines of the NDIC Employment Drug Policy. Please read this section carefully before applying.

NDIC EMPLOYMENT DRUG POLICY

NDIC is firmly committed to a drug-free society and workplace. Therefore, the unlawful use of drugs by NDIC employees will not be tolerated. Furthermore, applicants for employment with NDIC who currently are using illegal drugs will be found unsuitable for employment. NDIC does not condone any prior unlawful drug use by applicants. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of NDIC to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission. Applicants who do not meet these criteria should not apply for employment with NDIC.

CRITERIA

Under the current NDIC Employment Drug Policy, an applicant will be found unsuitable for employment if they:

- A. Have used any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana, within the past 10 years, or engaged in more than minimal experimentation in their lifetime. In making the determination about an applicant's suitability for NDIC employment, all relevant facts, including the frequency of use, will be evaluated.
- B. Have used marijuana/cannabis within the past 3 years, or have used marijuana/cannabis extensively or over a substantial period of time. In making the determination about an applicant's suitability for NDIC employment, all relevant facts, including the recency and frequency of use, will be evaluated.
- C. Have used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position that carries with it a high level of responsibility or public trust.
- D. Have sold any illegal drug for profit at any time.
- E. Are discovered to have misrepresented their drug history in applying for employment.

To determine whether you meet the NDIC drug policy, please answer the following questions:

- 1) Have you used marijuana at all within the last 3 years?
- 2) Have you used any other illegal drug at all in the past 10 years?
- 3) Have you ever sold any illegal drug for profit?
- 4) Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position or in a position which carries with it a high level of responsibility or public trust?

If you answered "YES" to any of these questions, you should NOT apply for the position. They are immediate disqualifiers.

In accordance with Executive order 12564, applicants selected for this position are required to submit to a drug test and receive a negative drug test result prior to appointment. In addition, this position is a drug-testing designated position subject to random testing for illegal drug use.

Duties and Responsibilities:

Performs administrative tasks, such as: interfacing with internal and external users regarding web needs; evaluating new web services and technologies; making recommendations that will enhance operations and services; troubleshooting web problems/issues (e.g., broken links, high-quality Section 508 compliance, incompatible software); preparing statistics on web server usage and performance; participating in biweekly and monthly branch and web advisory group meetings; and developing guidelines for use by others.

The incumbent has key responsibility for creating or overseeing the creation and maintenance of web pages on the Internet, intranet, and extranet web sites as well as CD products. This includes identifying web content; developing web images, including branding; setting parameters (size, shape, colors, file extensions), first-level language codes and standards for external networks; integrating host requirements; and establishing different publishing paths and procedures appropriate to assignments.

Qualification Requirements:

GS-9: Requires a master's or equivalent graduate degree OR 2 full years of progressively higher level graduate education leading to such a degree OR LL.B. or J.D., if related OR 1 year of *specialized* experience equivalent to at least the GS-7 level for the occupation.

GS-11: Requires a Ph.D. or equivalent doctoral degree OR 3 full years of progressively higher level graduate education leading to such a degree OR LL.M., if related OR 1 year of *specialized* experience equivalent to at least the GS-9 level for the occupation.

All current federal employees must meet time-in-grade requirements.

Specialized Experience:

Experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for this occupation. Experience would include creating internal and external web pages; identifying web content; developing web images; setting parameters, language codes, and standards for external networks; integrating host requirements; and establishing different publishing paths and procedures.

Knowledge, Skills, Abilities, and Other Characteristics (KSAOCs):

Applicants who meet the qualification requirements above will be further evaluated to determine the extent to which their education, work experience, and training indicate they possess the KSAOCs required to perform the duties and responsibilities of the position. Describe experience (paid or unpaid), education, training, and self-development as related to the KSAOCs. Such skills are typically gained in the computer field or through performance of work where the primary concern was the subject matter of the computer application (e.g., supply, personnel, chemical process control), and computer-related efforts were required to facilitate the basic duties. Also, work in management analysis, program analysis, or a comparable field may have provided such skills. Please limit responses to one or two pages per KSAOC.

NOTE: Please select and respond to the set(s) of KSAOCs required for the grade level(s) for which you wish to be considered as you have specified in block #2 of the OF-612.

APPLICANTS MUST ADDRESS EACH KSAOC SEPARATELY ON ITS OWN PAGE.

GS-9

1. Knowledge of HTML and fundamental web design concepts. (Give examples of your use of HTML, XHTML, php, etc.)
2. Ability, as demonstrated by experience with industry standard software/technology and usability concepts, to design web pages for external web sites, secure web sites, extranets, and intranets. (Give specific examples of pages created and for what purpose.)
3. Ability, as demonstrated by experience with industry standard software/technology, to create, modify, and optimize simple, static web sites. (Describe examples of web site(s) created or modified and how the site(s) was/were optimized.)

GS-11

1. Knowledge, as demonstrated by experience, of current web technology and usability concepts to build and maintain web sites. (Describe your experience with software geared to building various styles of web sites such as static and portal sites and usability issues encountered).
2. Ability, as demonstrated by experience, to deliver e-products and services to internal and external customers. (Give specific examples of the types of e-products and services you have provided.)
3. Ability, as demonstrated by experience, in using integrated portal systems and implementing and maintaining a portal system. (Include specific examples of portal systems used and to what extent.)

The KSAOCs listed on this Vacancy Announcement have been identified as necessary for successful performance in the position for which you are applying. The information provided in the application will be used to evaluate your qualifications for this position.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required and on the extent to which your application shows that you possess the knowledge, skills, and abilities associated with this position as defined above. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, and the sensitivity of the issues you handled, etc. Paid or unpaid experience will be considered. A consensus score will be calculated based on your responses to the KSAOCs. If you are eligible for veterans' preference, this will be notated on the referral listing to the selecting official for the position(s).

Pay, Benefits, and Work Schedule:

All federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This position will be filled on a full-time permanent basis. Employees are required to serve a 2-year trial period in accordance with 5 CFR 752.401(c) (5).

In addition to competitive wages and excellent working conditions, NDIC offers a comprehensive package of benefits to federal employees.

Other Information:

This position is in the Excepted Service. It is excluded from provisions of the career transition assistance program. Because this position is in the Excepted Service, it may not be filled by a competitive appointment, and acceptance of the proposed appointment will take you out of the competitive service while you occupy the position. Upon being hired, you will be required to sign a memorandum of understanding concerning an Excepted Service appointment.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials will result in your application not being processed.

Before being hired, you will be required to sign and certify the accuracy of the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action. Employees who received a buyout and subsequently return to positions in federal agencies, whether by reemployment or

contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

Employment may be denied as a result of information of which the applicant is genuinely unaware or by an assessment that an applicant does not meet the agency's overall employment criteria. A negative employment determination by the agency is final, and normally no specific reasons regarding nonselection will be made. Employment with NDIC is not a right upon which an applicant can insist. NDIC notifies all applicants, in writing, of the outcome of their application.

Appointments to NDIC are made by the Director.

Applicants must meet all qualification requirements at the time of application.

ALL EXPENSES INCURRED BY APPLYING FOR THIS POSITION WILL BE THE RESPONSIBILITY OF THE APPLICANT.

How to Apply:

Please submit the following documents to the address provided in this announcement:

1. An OF-612* form (Application for Federal Employment). Completed form should include the names and telephone numbers of current and former supervisors. Application must be typed or printed clearly in dark ink. **NOTE: You must specify in block #2 of the OF-612 the grade level(s) for which you are applying.**
2. A narrative assessment of your qualifications in terms of the KSAOCs identified within this announcement.
3. A list of three references who are not related to you. At least two references should know your qualifications and fitness for the kind of job for which you are applying; one should know you well on a personal basis. The person's full name, telephone number(s) (including area code), and present business or home address are needed. **Providing this information constitutes permission to contact these references.**
4. A completed SF-181* form (Ethnicity and Race Identification). (Optional)
5. A completed and signed OF-306* form (Declaration for Federal Employment).
6. A copy of college transcripts, if applicable, showing degree conferred and cumulative grade point average.
7. Current or prior federal employees must submit a copy of their most recent performance appraisal (must be within the past 15 months from the closing date of the announcement). Applicants unable to provide their most recent performance appraisal must provide written justification for its absence.
8. Current or prior federal employees applying for this position must submit a copy of their most recent SF-50 (Notification of Personnel Action) showing position title, series, and grade.
9. Applicants claiming veterans' preference must submit a copy of their DD-214 and any other required documentation with your application package. To be eligible for veterans' preference, a veteran must be honorably separated. (See Note Below)

NOTE: NDIC considers veterans' preference eligibility as a positive hiring factor. External applicants eligible for veterans' preference are required to include that information in their cover letter or resume and attach supporting documentation (e.g., the DD-214, SF-15, etc.) to their submissions. You must include the appropriate documentation in order to receive consideration. Eligible veterans who meet the qualifications for these positions will be referred to the selecting official as preference eligible.

*The Optional and Standard Forms (OF-612, SF-181, and OF-306) are available in two formats on our website at www.usdoj.gov/ndic:

OF-612	<u>MS Word</u>	<u>PDF</u>
SF-181	<u>MS Word</u>	<u>PDF</u>
OF-306	<u>MS Word</u>	<u>PDF</u>

Please note that these forms **must be completed in Microsoft Word** format if you wish to submit your application package electronically. These forms can also be downloaded from the following website: www.opm.gov/forms.

Please submit all requested information listed in the "How to Apply" section of this announcement. **FAILURE TO SUBMIT KSAOCS WILL RESULT IN YOUR NOT RECEIVING CONSIDERATION.** Missing information will not be requested. Applicant qualifications will be evaluated solely on the information submitted in their application. Materials submitted as part of the application will not be returned.

Please do not submit your application package in a notebook or binder with extraneous information. Documents should not be stapled or paper clipped. Applicants should provide sufficient information to enable the Human Resources Unit (HRU) to properly evaluate your application against the Qualification Standards, time-in-grade, and/or time after competitive appointment restrictions.

For additional information about this position, please contact:

Ms. Diane Vitko
Human Resources Specialist
(814) 532-4676
NDIC.Jobs@usdoj.gov

Submission Options

Once your employment package is completed, there are several different ways of sending it to HRU at NDIC. Please note that only employment related correspondence will be accepted. The submission methods include:

Postal Mail:	National Drug Intelligence Center ATTN: HRU #288-ND-09 319 Washington Street, 5 th Floor Johnstown, PA 15901-1622
Unclassified Fax:	Required information faxed to: (814) 532-5809 Attention: HRU #288-ND-09
Electronic Mail:	Application packages consisting of Microsoft Word documents and scanned file attachments may be sent via e-mail to: NDIC.Jobs@usdoj.gov .
Internal applicants:	Submit applications to HRU by 5 p.m. on the closing date.

Applicants choosing fax or electronic mail must send their entire application package in one transmission by the NDIC closing time of 5 p.m. on the closing date of this announcement. Partial or incomplete applications using any submission method will not be considered. Mailed applications will not be accepted after 5 p.m. on the closing date. Internal applications must be received by close of business on the closing date to receive consideration.

NDIC is a secured facility. No applications will be accepted at the guard station.

What To Expect Next:

You will be notified by mail upon receipt of your application. Once a review of all submitted applications is completed, a Human Resources Specialist will issue a referral certificate or list of eligibles containing the names of those candidates determined to be “best qualified” (BQ) for the position(s) to be filled. The selecting official has the option to interview or may select from the BQ list. You will be notified by mail of the outcome of your application.

NDIC is an Equal Opportunity Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, status as a parent, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

NDIC welcomes and encourages applications from persons with disabilities and will reasonably accommodate the needs of those persons. NDIC is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within NDIC. If you need a reasonable accommodation for any part of the application and hiring process, please notify NDIC. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE:

This Excepted Service position will be filled under the NDIC Schedule A appointing authority. A successful candidate currently employed by another federal agency will be converted to the NDIC appointment from their current employing agency.